



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1430.2L  
SgtMaj

28 NOV 1994

### BASE ORDER 1430.2L

From: Commanding General  
To: Distribution List

Subj: MERITORIOUS PROMOTION TO THE GRADES OF CORPORAL AND  
SERGEANT

Ref: (a) MCO P1400.32 (NOTAL)  
(b) BO 5420.24J  
(c) BO P5300.3H

Encl: (1) Meritorious Promotion Fact Sheet  
(2) Next-of-Kin Information  
(3) Conduct of the Meritorious Promotion Board  
(4) Meritorious Promotion Board Procedures  
(5) Promotion Quota Format  
(6) Meritorious Promotion Report Format

1. Purpose. To promulgate the policy and procedures for meritorious promotion to the grades of corporal and sergeant.

2. Cancellation. BO 1430.2K.

3. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.

4. Background. Marine Corps Policy dictates that meritorious promotions will be based on the onboard strengths in the grades of corporal and lance corporal. Each fiscal quarter, not more than 1/4 percent of the corporals and one percent of the lance corporals onboard on the 1st day of the fiscal quarter may be meritoriously promoted to the next higher grade. This onboard strength will include FAP personnel.

5. Composition of the Meritorious Promotion Board. Reference (b) specifies the composition of the meritorious promotion board. An appointing letter will be published to indicate the membership of the board.

### 6. Action

a. Commanding Officers will screen and nominate Marines for meritorious promotion ensuring the completion and verification of enclosures (1) and (2).

b. The Commanding Officers and staff members will ensure that the Meritorious Promotion Board is conducted according to the procedures outlined in enclosures (3) and (4).

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c. The Base Military Personnel officer will complete enclosure (5).

d. The Chairman of the Meritorious Promotion Board will complete enclosure (6) as appropriate.

  
J. T. MURRAY  
Chief of Staff

DISTRIBUTION: A less Cat III & IV

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MERTIORIOUS PROMOTION FACT SHEET

Name \_\_\_\_\_ DOB \_\_\_\_\_

Rank \_\_\_\_\_ SSN \_\_\_\_\_ MOS \_\_\_\_\_ GT \_\_\_\_\_

Section \_\_\_\_\_ Billet \_\_\_\_\_

Marital Status     S     M     D

1    Time in Grade \_\_\_\_\_ Time in Service \_\_\_\_\_

Average Pro/Con \_\_\_\_/\_\_\_\_ in Service \_\_\_\_/\_\_\_\_ in Grade \_\_\_\_/\_\_\_\_

Highest Civilian Education \_\_\_\_\_

Military Schools \_\_\_\_\_

2    MCI courses \_\_\_\_\_

Personal Awards \_\_\_\_\_

3    Disciplinary Record \_\_\_\_\_

4    Weapon Qual \_\_\_\_\_ Completion Date \_\_\_\_\_

5    BST Score \_\_\_\_\_ Completion Date \_\_\_\_\_

6    PFT Score \_\_\_\_\_ Completion Date \_\_\_\_\_

7    Recommended for Reenlistment    Yes/No

\_\_\_\_\_  
SNM SIGNATURE

NOTES

1. The candidate must have the following minimum time in service: to corporal-six months, to sergeant-eighteen months (must be computed from active duty base date).

ENCLOSURE (1)

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2. Corporal's must have completed either the Resident NCO course or the Marine NCO MCI. Lance Corporal's must have a certificate of completion from either the Marine NCO MCI or the fundamentals of Marine Corps Leader.
3. Cannot have received NJP within six months of date promotion is to be effected or been convicted of DUI/DWI within 12 months of the date promotion is to be effected.
4. Must have qualified with T/O weapon during the current or previous fiscal year unless granted a waiver in SRB.
5. Must have passed each of the Basic Subject Tests.
6. Must have passed PFT within the semi-annual period unless exempt for medical reasons.
7. Must be recommended for reenlistment.

ENCLOSURE (1)

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NEXT-OF-KIN INFORMATION

1. I understand that the below information is being solicited for use by the Commanding General to notify my desired next-of-kin of my superior performance in the event I am selected for meritorious promotion.

Name \_\_\_\_\_  
(Mr., Mrs., Mr. & Mrs., Ms., First, Middle, Initial, Last) Print

Relationship \_\_\_\_\_

Address \_\_\_\_\_  
(Complete mailing address including Zip Code)

2. If your desired next-of-kin as well as the address listed in paragraph 1 is one and the same as that which is listed in your Record of Emergency Data, please verify data for accuracy.

3. If both parents live within the same residence and you have selected either mother or father to be in receipt of the Commanding General's endorsement, do you authorize this Headquarters to forward the letter to Mr. and Mrs.?

YES - NO  
(Circle one of the above)

\_\_\_\_\_  
(Signature of Marine)

ENCLOSURE (2)

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CONDUCT OF THE MERITORIOUS PROMOTION BOARD

1. The Meritorious Promotion Board will convene at 0900 on the last Tuesday of the month preceding each promotion period. When convening date falls on a holiday or within a holiday period, an alternate convening date will be announced.
2. The Quarterly Meritorious Promotion periods are as follows:  
  
Sergeant: November, February, May, August  
  
Corporal: December, March, June, September
3. Prior to commencing interviews of the nominees, each member of the board will screen each case file.
4. The number of promotions available to corporal and sergeant will be announced at the time the board is announced.
5. FAP personnel will be considered for meritorious promotion by the base board.
6. Nominees will report in the Service "C" Uniform to the Sergeant Major, Building #1, at 0830 on the day prescribed.
7. The Board Members will wear the Service "C" Uniform.
8. Nominees will be interviewed by the board. Questions can cover a wide range of matters from general military subjects to current events.

ENCLOSURE (3)

MERITORIOUS PROMOTION BOARD PROCEDURES

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## 1. Commanding Officers will:

a. Convene a local board to consider personnel recommended for meritorious promotion. Restrict the number of nominees recommended for meritorious promotion by the command's onboard strength in the grades of lance corporal (1 percent) and corporal (1/4 percent). Those commands whose onboard strengths are such that no quotas would be utilized, may nominate one person. Additionally, the commanding officer will forward to the Commanding General (Base SgtMaj) the command's current onboard strength in the grades to be nominated for meritorious promotion. Each nominee recommended for meritorious promotion must be fully qualified and meet all prerequisites.

b. Forward the following information on each Marine recommended for promotion by the Commanding Officer to the Commanding General (Base SgtMaj) to arrive by the Friday prior to the convening date of the base board.

(1) Service Record Book.

(2) Original and six copies of enclosure (1).

(3) Original and six copies of current BTR, BIR and Education Sheet.

(4) Letter of Recommendation.

(5) Enclosure (2) will be completed and signed by the Marine being recommended for meritorious promotion and forwarded to the Commanding General (Base SgtMaj) with all SRB's and accompanying documentation.

c. Brief all candidates nominated to appear before the base board concerning the time and date of the base board, uniform to be worn, and the general procedures.

d. Upon receipt of a Certificate of Appointment, make the appropriate entry in the JUMPS/MMS. Additionally, deliver the Certificate of Appointment at an appropriate ceremony.

e. If, prior to the delivery, there is a reason not to promote, the undelivered appointment will be returned to the Base Sergeant Major with a full, detailed report of the circumstances and the Marine's signed rebuttal.

ENCLOSURE (4)

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2. The Base Sergeant Major will:

a. Upon receipt of the nominations for meritorious promotion, screen the SRB's and accompanying documents for accuracy and compliance with the basic criteria for meritorious promotion.

b. Act as the Chairman of the Base Meritorious Promotion Board.

c. Based on the information provided by the Chairman of the board prepare the Commanding General's letters to the next of kin, and the Certificates of Appointment (DD Form 216 MC).

d. Submit the Base Meritorious Promotion Board's recommendations to the Commanding General for approval in the format contained in enclosure (6). The Sergeant Major will brief the board members to ensure that the proceedings of the board are kept in strict confidence and are not divulged to anyone prior to the approval of the recommendations by the Commanding General.

e. Upon approval and signature by the Commanding General, require units to sign receipt for Certificates of Appointment.

3. The Base Personnel officer will provide the Base Sergeant Major with a memorandum setting forth the promotion quotas available for each promotion board. The format to be utilized will be in consonance with enclosure (5), and will be delivered to the Chairman of the board no later than the Friday prior to the scheduled board. FAP personnel will be included in these computations.

ENCLOSURE (4)

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PROMOTION QUOTA FORMAT

LETTERHEAD

1430  
PERS  
(DATE)

From: Base Military Personnel officer  
To: Chairman, Meritorious Promotion Board

Subj: PROMOTION QUOTAS

1. Calculated in accordance with MCO P1430.32A, there is a quota to promote to the grade of corporal and a quota of to promote to sergeant.

SIGNATURE

ENCLOSURE (5)

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MERITORIOUS PROMOTION REPORT FORMAT

## LETTERHEAD

From: Chairman, Base Meritorious Promotion Board  
To: Commanding General

Subj: MERITORIOUS PROMOTION BOARD'S RECOMMENDATIONS

1. The Meritorious Promotion Board convened at \_\_\_\_\_ on \_\_\_\_\_  
to recommend personnel for meritorious promotion to \_\_\_\_\_.  
The board terminated at \_\_\_\_\_ on \_\_\_\_\_.

2. The following members of the board were in attendance:

3. There were \_\_\_\_\_ available quotas for Marine Corps Base  
personnel, and \_\_\_\_\_ Marines competed for the quotas.

4. The following Marines are best qualified and are recommended  
for promotion to \_\_\_\_\_:

<u>Name</u>	<u>SSN</u>	<u>Unit</u>
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5. The following Marines are fully qualified and would be  
recommended if additional quotas were available:

<u>Name</u>	<u>SSN</u>	<u>Unit</u>
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6. The following Marines appeared before the board but are not  
recommended for promotion at this time:

<u>Name</u>	<u>SSN</u>	<u>Unit</u>
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SIGNATURE

ENCLOSURE (6)